Upgrade OTCnet Offline Check Capture Software

The term *'install'* refers to a situation in which the OTCnet Offline application was not previously installed. The term *'upgrade'* refers to a situation in which the OTCnet Offline application was previously installed and an updated version is being applied.

> **Application Tip**
>
> Before initiating an Offline Check Capture software upgrade, consider the following information:
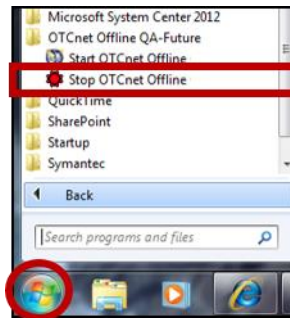>
> - You need Windows Administrator privileges for each computer you will be upgrading.
>
> - If you are upgrading to a newer OTCnet Offline version, you must uninstall the previous offline version and then perform a new installation.
>
> - If you are upgrading OTCnet Offline, you must install the application first, **before** creating the CCA Offline logon profile. You also need to create a CCA Offline logon profile to run the OTCnet Offline application, but it can only be created **after** installing the OTCnet Offline application. Refer to the *Create a Check Capture Administrator Offline Logon Profile* printable job aid.
>
> - If you are upgrading OTCnet Offline, and your Agency manages verification records, you do not need to reset and download the Local Verification Database (LVD) for each terminal.
>
> - More than one OTCnet Offline application environment (Production or QA) can be installed and upgraded on a computer. Each Offline application environment must be upgraded separately.

To upgrade OTCnet Offline Check Capture software, complete the following steps:

1. Close open batches and upload all existing batches in Batch Management.

2. Stop the Offline application. From the Windows Start Button menu, select **Stop OTCnet Offline**.

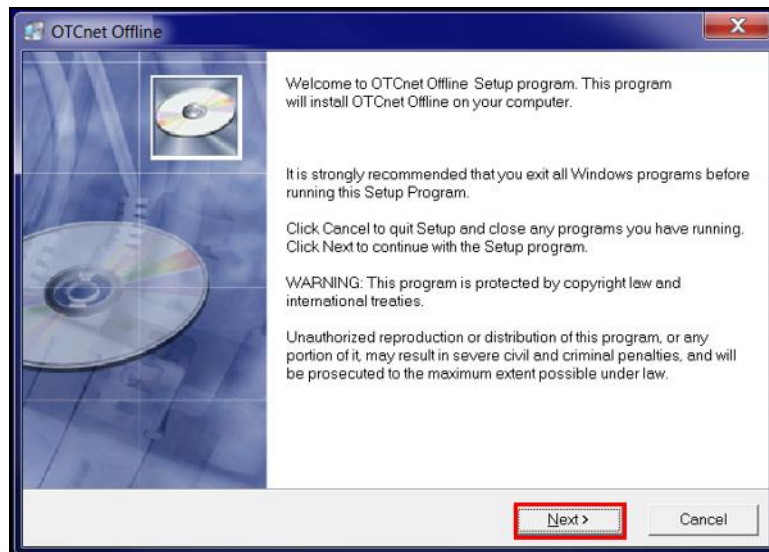**Figure 28: Stop OTCnet Offline**

3. Locate the folder where the OTCnet software file (EXE file) resides, and double-click the OTCnet Offline.exe icon.

Figure 29: OTCnet Offline.exe Icon

4. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears. Click **Next**.
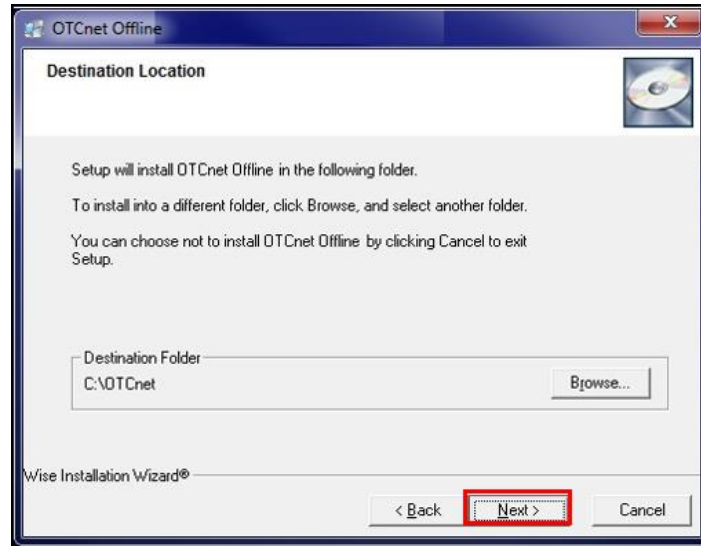
Figure 30: OTCnet Offline Installation Wizard

5. The *Destination Location* dialog box appears. Click **Next**.

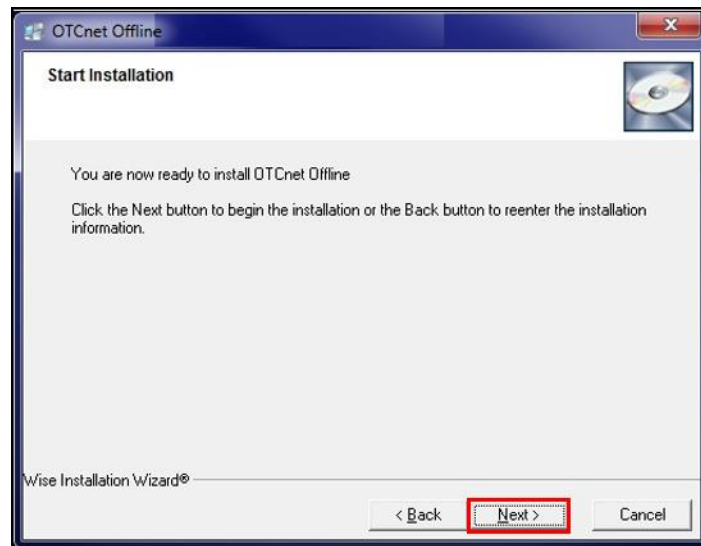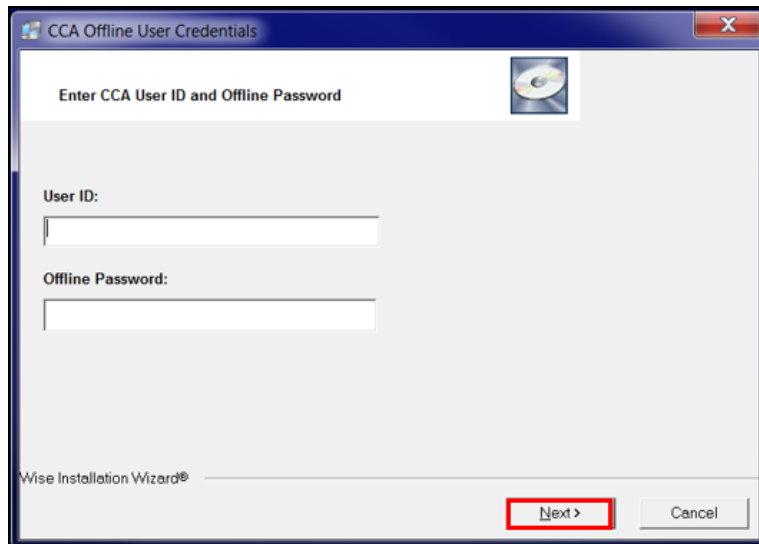**Figure 31: Destination Location**

6. The *Start Installation* dialog box appears. Click **Next**.

Figure 32: Start Installation

7. The *CCA Offline User Credentials* dialog box appears. Enter your **Enter ID** and **Offline Password** in the appropriate text boxes, and click **Next**.
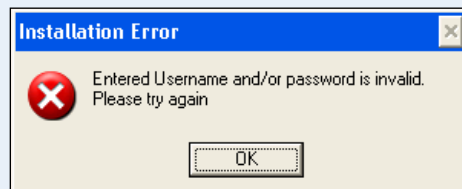
Figure 33: CCA Offline User Credentials

Application Tip

If an incorrect **User ID** and/or **Offline Password** is entered, an *Installation Error* dialog box message appears stating that the entered username (User ID) and/or password is invalid. Click **OK**. The upgrade process will be cancelled. As a result, you will need to run the installer again, and enter the correct credentials.

Figure 34: Installation Error

8. Wait while the files install. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.

Figure 35: OTCnet Offline has been successfully installed